



O R E G O N

**CITY OF BEAVERTON**  
Community Development Department  
**Planning Division**  
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**OFFICE USE ONLY**

**FILE #:** \_\_\_\_\_  
**FILE NAME:** \_\_\_\_\_  
**TYPE:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_  
**FEE PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_  
**SUBMITTED:** \_\_\_\_\_ **LWI DESIG:** \_\_\_\_\_  
**LAND USE DESIG:** \_\_\_\_\_ **NAC:** \_\_\_\_\_

**TEXT AMENDMENT / DEVELOPMENT CODE - APPLICATION**

Revised 01/2005

**APPLICANT:** ☐ *Use mailing address for meeting notification.* ☐ *Check box if Primary Contact*

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**(CITY, STATE, ZIP)** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

*(Original Signature Required)*

**APPLICANT'S REPRESENTATIVE:** ☐ *Check box if Primary Contact*

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**(CITY, STATE, ZIP)** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

*(Original Signature Required)*

**PROPERTY OWNER(S):** ☐ *Attach separate sheet if needed.* ☐ *Check box if Primary Contact*

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**(CITY, STATE, ZIP)** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

*(Original Signature Required)*

The Director has determined that City-initiated text amendment applications do not need to include identification and authorization of all potentially affected property owners because property owners that may be adversely affected by the application will be notified of and have an opportunity to participate in the public hearing on the application pursuant to ORS 227.186.

**PROPERTY INFORMATION (IF APPLICABLE)**

**SITE ADDRESS:** \_\_\_\_\_

**GEOGRAPHIC AREA TO BE IMPACTED:**

**ASSESSOR'S MAP & TAX LOT #** **LOT SIZE** **ZONING DISTRICT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED ACTION:** \_\_\_\_\_

**EXISTING USE OF SITE:** \_\_\_\_\_

**PRE-APPLICATION DATE:** N/A

## TEXT AMENDMENT - SUBMITTAL CHECKLIST

### WRITTEN STATEMENT REQUIREMENTS

- ☐ **A. APPLICATION FORM.** Provide one (1) **completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide one (1) **completed** copy of this one (1) page checklist.
- ☐ **C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed text amendment identifying the text including chapter and section references proposed for amendment, the proposed text amendment language, and the reason(s) for the text amendment proposal. The written statement shall also provide individual findings specifically addressing how and why the proposal satisfies each of the criteria specified in Section 40.85.15.1.C.1-7 (Approval Criteria) of the City's *Development Code* (ORD 2050), attached. Also address all Facilities Review Technical Criteria from Section 40.03 of the City's *Development Code* (ORD 2050).
- ☐ **D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- ☐ **E. PRE-APPLICATION CONFERENCE NOTES.** *(REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS NOT INITIATED BY THE CITY OF BEAVERTON ONLY)* Provide a copy of the pre-application conference summary as required by the City's *Development Code* Section 50.25.1.E. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

***I have provided all the items required by this one (1) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## TEXT AMENDMENT / TYPE 4 - APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Text Amendment shall address compliance with all of the following Approval Criteria as specified in 40.85.15.1.C.1-7 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Text Amendment application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposed text amendment is consistent with the provisions of the Metro Urban Growth Management Functional Plan.
- ☐ 4. The proposed text amendment is consistent with the City's Comprehensive Plan.
- ☐ 5. The proposed text amendment is consistent with other provisions within the City's Development Code.
- ☐ 6. The proposed amendment is consistent with all applicable City ordinance requirements and regulations.
- ☐ 7. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.